DOCUMENT RESUME

ED 410 314 TM 027 665

| | |
|---|---|
| TITLE | The National Forum on Education Statistics. Policies and Procedures Manual. |
| INSTITUTION | National Center for Education Statistics (ED), Washington, DC.; National Forum on Education Statistics. |
| REPORT NO | NCES-97-952 |
| PUB DATE | Jul 97 |
| NOTE | 21p. |
| PUB TYPE | Guides - Non-Classroom (055) |
| EDRS PRICE | MF01/PC01 Plus Postage. |
| DESCRIPTORS | Administration; Agenda Setting; *Data Collection; Educational Policy; Educational Research; Elementary Secondary Education; Federal Government; Financial Support; *Information Dissemination; Planning; *Policy Formation; Research Reports; *School Statistics; State Departments of Education |
| IDENTIFIERS | *National Forum on Education Statistics |

ABSTRACT

The National Cooperative Education Statistics System was established by the Hawkins-Stafford Education Improvement Amendments of 1988 (Public Law 100-297) to produce and maintain uniform educational data and information. To assist in meeting this goal, the National Center for Education Statistics (NCES) established the National Forum on Education Statistics to improve the collection, reporting, and use of statistics on elementary and secondary education. To this end, the Forum may consider issues, recommend study, inform policy and program development, provide direction for research and evaluation, and bring to the attention of relevant parties any information that contributes to the accomplishment of the mission. Forum members consist of federal and state education representatives who work through the Cooperative Education Statistics System in a voluntary, democratic, participative federal-state group that identifies education data needs and recommends broad strategies to address these needs. This policies and procedures manual reviews the objectives and operation of the Forum in the following sections: (1) "Functions and Objectives"; (2) "Participation"; (3) "Organization"; (4) "Governance"; (5) "Discussion of Issues, Resolutions, and Reports"; (6) "Meeting Schedule"; and (7) "Funding." Activities take place within the Forum as a whole, the Steering Committee, the three standing committees, and additional subcommittees and working groups, but the entire Forum meets twice a year. Forum activities are funded through the NCES. (SLD)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

TM

ED 410 314

The National Forum on Education Statistics

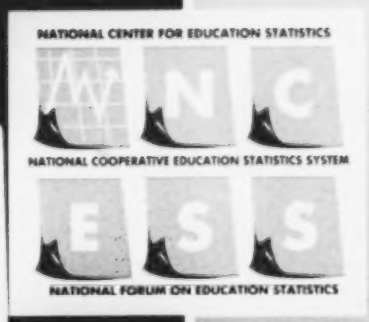
# Policies and Procedures Manual

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.




A Report by the National Forum on Education Statistics

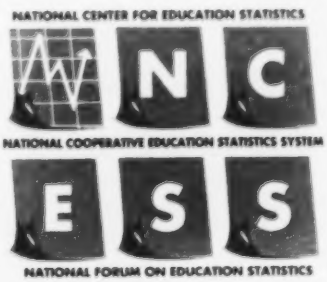
TM027665

BEST COPY AVAILABLE

# The National Forum on Education Statistics

Policies and Procedures Manual

***National Center for Education Statistics***
***National Cooperative Education Statistics System***



**U.S Department of Education**
Richard W. Riley
*Secretary*

**Office of Educational Research and Improvement**
Ramon C. Cortines
*Acting Assistant Secretary*

**National Center for Education Statistics**
Pascal D. Forgione, Jr.
*Commissioner*

The National Center for Education Statistics (NCES) is the primary federal entity for collecting, analyzing, and reporting data related to education in the United States and other nations. It fulfills a congressional mandate to collect, collate, analyze, and report full and complete statistics on the condition of education in the United States; conduct and publish reports and specialized analyses of the meaning and significance of such statistics; assist state and local education agencies in improving their statistical systems; and review and report on education activities in foreign countries.

NCES activities are designed to address high priority education data needs; provide consistent, reliable, complete, and accurate indicators of education status and trends; and report timely, useful, and high quality data to the U.S. Department of Education, the Congress, the states, other education policymakers, practitioners, data users, and the general public.

We strive to make our products available in a variety of formats and in language that is appropriate to a variety of audiences. You, as our customer, are the best judge of our success in communicating information effectively. If you have any comments or suggestions about this or any other NCES product or report, we would like to hear from you. Please direct your comments to:

National Center for Education Statistics
Office of Educational Research and Improvement
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5574

**July 1997**

The NCES World Wide Web Home Page is
http://www.ed.gov/NCES/

**Suggested Citation**

U.S. Department of Education. National Center for Education Statistics. *The National Forum on Education Statistics Policies and Procedures Manual*, NCES 97-952. Project Officer, Lee M. Hoffman. Washington, DC: 1997.

## Contents

***Preamble*** . . . . . *1*

***Introduction*** . . . . . *3*

**Section 1:** ***Functions and Objectives*** . . . . . 5

**Section 2:** ***Participation*** . . . . . 7
Members . . . . . 7
Criteria . . . . . 7
Associates . . . . . 8
Criteria . . . . . 8

**Section 3:** ***Organization*** . . . . . 9
Forum . . . . . 9
Steering Committee . . . . . 9
Standing Committees . . . . . 9
National Education Statistics Agenda Committee . . . . . 10
Policies, Programs, and Implementation Committee . . . . . 10
Technology, Dissemination, and Communication Committee . . . . . 10
NCES Staff Support . . . . . 11

**Section 4:** ***Governance*** . . . . . 13
Selection of Forum Officers . . . . . 13
Forum Officers . . . . . 13
Committee Officers . . . . . 13
Terms and Tenure . . . . . 13
Approving and Amending Policies and Procedures . . . . . 14
Quorums . . . . . 14
Attendance . . . . . 14

**Section 5:** *Discussion of Issues, Resolutions, and Reports* . . . . . 15
Consensus Process . . . . . 15
Role of the Steering Committee . . . . . 15
Discussion of Issues . . . . . 15
Resolutions . . . . . 16
Reports . . . . . 16
Staff Assistance . . . . . 16

**Section 6:** ***Meeting Schedule*** . . . . . 17

**Section 7:** ***Funding*** . . . . . 19

# *Preamble*

Uniform, timely, and accurate education information is essential to quality decisionmaking. Such information is diverse and requires periodic examination and improvement as it is collected by local, state, and federal entities. Further, while this information includes the wide range of general purpose statistics and program and compliance data, it is often specified in federal and state education legislation. To meet the needs of the potential users and uses of this crucial education information, the National Forum on Education Statistics (the Forum) proposes as its mission:

- To develop and propose, cooperatively, a national education data agenda and model(s) for a national data system that will meet the needs of education policymakers and program planners in the coming decade and beyond;

- To inform federal, state, and local decisionmakers on the goals and progress of this cooperative education statistics system; and

- To provide an arena in which federal, state, and local education interests can identify, debate, mediate, and where appropriate, recommend action on education policy, issues, emerging needs, and technological innovation salient to the improvement of education data comparability, uniformity, timeliness, and accuracy at the national level.

To this end, the Forum may consider issues, recommend study, inform policy and program development, provide direction for research and evaluation, and bring to the attention of relevant parties such matters as may contribute to the accomplishment of this mission.

# Introduction

The National Cooperative Education Statistics System (Cooperative System) was established by the Hawkins-Stafford Education Improvement Amendments of 1988 (Public Law 100-297) to "Produce and maintain, with the cooperation of the States, comparable and uniform educational information and data." To assist in meeting this goal, the National Center for Education Statistics (NCES) has established the National Forum on Education Statistics to improve the collection, reporting, and use of elementary and secondary education statistics. Forum members consist of federal and state education representatives whose agencies have major responsibility for collecting and reporting state and national elementary and secondary education data through the Cooperative System. In addition, meetings are open to the general public, and experts may be invited to participate in Forum activities and to offer their expertise during Forum deliberations.

The Forum serves as a vital resource in the development of the Cooperative System and the establishment of a nationwide elementary and secondary education database. The Forum is intended to be an arena in which federal and state education representatives and others in the education community can discuss issues, address problems, and develop new approaches. Thus, the Forum will play a major role in the creation of a truly cooperative and efficient elementary and secondary education statistics system, one that provides the federal government, states, school districts, and educators with the information they need to foster excellence in our nation's schools.

# Section 1: Functions and Objectives

The Forum is intended to be a voluntary, democratic, participative federal-state group that identifies education data needs of national, state, and local policy import, and recommends broad strategies or policies to address these needs cooperatively. It is not intended to implement or enforce education policies or programs. The Forum considers matters including but not limited to (1) development of a national agenda for the collection and reporting of elementary and secondary education statistics; (2) development of policies and procedures for implementing and strengthening the Cooperative System; and (3) improvement of communication among the National Center for Education Statistics, state education agencies (SEAs), and other providers and users of national education information on issues concerning the Cooperative System and the national data agenda.

In exercising these functions, the Forum considers ways to:

- Promote uniformity and comparability in education statistical data throughout the Nation. The Forum addresses such issues as the development of standard definitions and methods for collecting, reporting, and validating statistical data; the use of new technologies to improve the comparability and uniformity of data; the elimination of duplicative data collection among federal agencies; and the creation of new national education databases.

- Design and implement annual Individual State Data Plans. The Forum addresses such issues as improving interaction and coordination between NCES and SEAs in reaching agreements about what data states will provide; achieving comparable, accurate, and timely data across all states; and assisting states to improve their own data collection and reporting systems.

- Allocate Cooperative System funds effectively and efficiently. The Forum addresses such issues as developing mechanisms for distributing funds to SEAS; identifying areas that need improvement in state data collection systems; and ensuring that states have the flexibility to use funds where they are most needed while providing safeguards to ensure that funds are used to meet the goals of the Cooperative System.

BEST COPY AVAILABLE

- Research, develop, demonstrate, evaluate, and monitor current and new federal education statistical collections. Through its recommendations and sponsorship of programs and projects under the Cooperative System, the Forum addresses such topics as ways to ensure that federal data collection activities respond to the emerging information needs of the federal government, states, and the education community; development of new technologies to facilitate data collections; and assessment of the results and implications of federal statistical initiatives.

- Provide technical assistance to SEAs and local school districts to help them improve the quality, comparability, and timeliness of the data they submit to the federal government. The Forum addresses such issues as identification of areas where SEAs and school districts need assistance, promotion of effective approaches to providing technical assistance, and monitoring of the quality and effectiveness of technical assistance programs.

BEST COPY AVAILABLE

# Section 2: Participation

Participants in the Forum include federal and state agencies, education and statistical organizations, and other organizations and individuals who are involved in the collection, reporting, and use of elementary and secondary education statistics. Only federal and state agencies may be members of the Forum. Others may participate as associates. The following describes the two levels of Forum participation.

## *Members*

The members of the Forum will consist of the education agencies of the 50 states, the District of Columbia, and the outlying areas of American Samoa, Guam, the Northern Marianas, Puerto Rico, and the Virgin Islands (hereafter referred to as the states); the NCES Commissioner (ex officio), the Associate Commissioners of major NCES divisions, and the NCES Chief Statistician; the U.S. Department of Education Office of Elementary and Secondary Education; the U.S. Department of Education Office of Planning, Budget, and Evaluation; the U.S. Department of Education Office for Civil Rights; the U.S. Department of Education Office of Special Education and Rehabilitative Services; the U.S. Department of Education Office of Vocational and Adult Education; the U.S. Department of Education Office of Private Education; the U.S. Department of Commerce Census Bureau; the U.S. Department of Labor Bureau of Labor Statistics; and the U.S. Department of Defense Dependents Schools.

Members are full partners in all Forum activities. They attend Forum meetings; participate in discussions and consensus building; take an active role in committee, subcommittee, and working group activities; vote on approving and amending Forum policies and procedures; and they may hold office. With the exception of NCES, each federal principal operating component that is a member will have one representative, designated by the head of that principal operating component, on the Forum. Each state will have one representative, appointed by the Chief State School Officer; this representative will also serve as the state liaison to the Cooperative System and will speak for the Chief State School Officer in Forum and Cooperative System activities.

### *Criteria*

Only state education agencies and federal agencies that collect or report elementary and secondary education information are eligible to be members of the Forum. Members must commit themselves to participate in the Cooperative System. Participation by member organization representatives will include attendance at Forum meetings; leadership or other effort in Forum committees, subcommittees, or working groups; and reporting of Forum action and recommendations to the leadership of the member organizations. Federal agencies outside the U.S. Department of Education that collect or report elementary or secondary education data, or that have expertise in an area of interest to the Cooperative System, are also eligible for membership. Agencies meeting

the criteria for membership may apply for this status to the Forum Steering Committee, or may be invited to apply by the Steering Committee, and may become members upon approval of a recommendation to this effect from the Steering Committee by the Forum members.

## *Associates*

Associates participate in Forum meetings and take an active role in committee, subcommittee, and working group activities. They participate in the discussion of issues, but they do not participate in formal decisionmaking of the full Forum, and they do not vote for Forum officers or on policies and procedures. They may not hold elected office. Federal agencies that are associates may become members, but associations may not. Associates are the U.S. Department of Education Office of Bilingual Education and Minority Languages Affairs, the Office of Migrant Education, the Office of Research, and the Office of Library Programs; the U.S. Department of Agriculture Food and Nutrition Service; the National Academy of Sciences' National Research Council; the U.S. Department of the Interior Bureau of Indian Affairs; the National Science Foundation; the Council of Chief State School Officers; the National Association of State Boards of Education; the National Governors' Association; the National Conference on State Legislatures; the Council of the Great City Schools; the American Association of School Administrators; the National Education Association; the American Federation of Teachers; the American Association of School Librarians; the Association of School Business Officials of the United States; the National Association of Secondary School Principals; the National Association of Elementary School Principals; the National Catholic Education Association; the Council for American Private Education; the Council on Educational Development and Research; the National Association of Independent Schools; and the American Education Finance Association.

Each state education agency, including those outlying areas that are members of the forum may designate a local education agency within the state as an associate. Cooperative System funds will support the participation of one person from each of these local education agencies at the winter and summer Forums; however, the local education agencies will not be awarded Cooperative System contracts. The role of local education agency associates will be reconsidered at the 1998 summer meeting of the Forum.

### *Criteria*

To be an associate, an agency or organization must collect or be a major user of elementary and secondary education information. Organizations meeting the criterion for associate status may apply to the Forum Steering Committee for associate status, or may be invited by the Steering Committee to apply. Upon recommendation by the Steering Committee and approval by the Forum, the organization will be granted associate status.

# Section 3: Organization

Activities take place within the Forum as a whole, the Steering Committee, the three standing committees, and additional subcommittees and working groups. The following describes the responsibilities and functions of the major levels. The operating procedures of the committees are determined by their chairpersons.

## Forum

The entire Forum membership participates in the election of officers as well as the approval of reports and amendments to Forum policies and procedures. The Forum leadership consists of a chair and vice chair who also serve as the leaders of the Steering Committee (see below). The chair serves as moderator for all Forum deliberations and activities.

## Steering Committee

The Steering Committee oversees and coordinates all Forum activities. Its members are the chair and vice chair of the Forum, the immediate past chair of the Steering Committee, and the chairs and vice chairs of the three standing committees. It is chaired by the Forum chair.

## Standing Committees

The standing committees are designed to address the major mandates of the Cooperative System, to promote long-range planning, and to foster continuity in Forum activities. Membership in standing committees will be limited to members and associates of the Forum. Each committee may recommend the establishment of task forces to address additional issues. Recommendations are reviewed by the Policies, Programs and Implementation (PPI) Committee to ensure the objects relate to the Forum strategic plan and there is no overlap with other Forum committees or task forces. The PPI Committee makes recommendations to the Steering Committee. The Steering Committee either approves or disapproves the establishment of task forces. Membership of task forces is not restricted to members and associates of the Forum. The Forum chair makes committee assignments. Assignments will be made after inquiry of members as to their preference and all attempts will be made to accommodate such preferences. The following section describes the chief responsibilities of the three standing committees.

### *National Education Statistics Agenda Committee*

The National Education Statistics Agenda Committee will address ways to improve the use of data to fulfill the Cooperative System's legislative mandate to track the "progress of education reform in the United States and the Nation." The committee identifies issues and policy concerns bearing on the development of a comparable and effective nationwide elementary and secondary education data system. Among the topics the committee addresses are:

- Standardized test scores and other measures of educational attainment;
- School and school district staffing and administration, with particular attention to teachers, librarians, and school administrators;
- Availability and use of school libraries and their resources;
- Financing elementary and secondary education;
- Students and membership including special populations; and
- Demographic information that, while not specifically required by the Cooperative System legislation, offers policymakers valuable perspective in assessing education data.

### *Policies, Programs, and Implementation Committee*

The Cooperative System Policies, Programs, and Implementation Committee deliberates on the major functions of the Cooperative System including:

- Technical assistance projects such as programs to help SEAs and school districts improve their ability to collect and report comparable, accurate, and timely data;
- Developing nationwide standards for education data collection and reporting;
- Developing procedures for allocating Cooperative System funds to states;
- Enhancing coordination among federal agencies and between federal and state agencies;
- Reducing paperwork burdens at all levels of government; and
- General effectiveness of the Cooperative System.

### *Technology, Dissemination, and Communication Committee*

The Technology, Dissemination, and Communication Committee considers ways to improve communication among states and between the states and the federal government on matters concerning the Cooperative System. The committee will also address the need to provide for the most effective and efficient transfer of data among the different levels of government and reporting of findings to the public. Finally, the committee will consider ways to ensure that members of the Cooperative System use the best and most



BEST COPY AVAILABLE

appropriate technology in carrying out their data collection and reporting responsibilities. Among the issues to be addressed are:

- Improving communication with state and local education officials about Cooperative System plans, policies, and procedures;
- Ensuring that NCES responds to state and local data requirements;
- Ensuring that NCES responds to Congressional and Executive Branch data requirements;
- Ensuring that NCES responds to the data requirements of the research community and the public;
- Considering the use of Cooperative System data for monitoring federally supported programs allocating funds to SEAs and school districts; and
- Developing and sharing the most appropriate and effective technologies.

## *NCES Staff Support*

The National Center for Education Statistics will assign a staff member to serve as liaison to each committee of the Forum. The NCES staff assists in coordinating the activities of the committees. If a committee requests a report, additional information, or hearings on a particular topic, the NCES staff will assist in meeting the request.

# Section 4: Governance

## Selection of Forum Officers

At each summer Forum meeting, the Steering Committee will nominate a slate of officers, each of whom will be voted upon by the full membership in a Forum election. A quorum must be present for an election to be held; officers will be elected by a majority vote of those present. The slate will include the Forum/Steering Committee chair, the Forum/Steering Committee vice chair, and the chairs and vice chairs of the three standing committees. The Steering Committee will include both federal and state members on the slate of candidates. Nominations for Forum officers may also be made from the floor.

## Forum Officers

The Forum chair is the chief officer of the Forum as well as chair of the Steering Committee. As such, the chair represents the Forum in all communications with the Commissioner of Education Statistics and other individuals or groups, unless the chair designates the vice chair or another Forum member to serve in his or her capacity. In addition, the chair serves as moderator for all Forum activities including elections, discussions, and votes on reports and amendments to policies and procedures.

## Committee Officers

Each committee will have a chair and vice chair who are elected by a vote of the full Forum. Subcommittee and working group chairs are appointed by their committee chairs. Committee chairs may appoint vice chairs of subcommittees or working groups if they deem it necessary.

## Terms and Tenure

Forum and committee officers will be elected for a period of one year and will take office immediately following the summer Forum meeting at which they are elected. There is no limit to the number of terms an officer may serve.

## Approving and Amending Policies and Procedures

Forum members have the authority to approve and amend the policies and procedures of the Forum. The policies and procedures will be in effect upon approval by the Forum members. Thereafter, members may amend the policies and procedures at the initiation of the Steering Committee and by consensus or a majority vote of the members present.

The following procedures are used in the amendment process: (1) the Steering Committee recommends amendments; (2) amendments proposed by the Steering Committee are made available in writing to all Forum members at least three weeks prior to the Forum meeting at which the vote will take place; and (3) members vote on the recommendation during a Forum meeting. Other committees or individual members may propose amendments in policies and procedures to the Steering Committee. The Steering Committee must report each proposed amendment to the full Forum regardless of the committee's recommendation.

## Quorums

At least half of all members must be present at a Forum meeting in order to hold an election or vote on an amendment to the policies and procedures. if a quorum is not present, the election or amendment process must be postponed until at least half of the members are present.

## Attendance

When a state joins the Cooperative System, the Chief State School Officer makes a commitment to designate a state liaison who represents the state in the Cooperative System and serves on the Forum. Consequently, the state liaison makes a commitment to attend the two Forum meetings each year and to participate in the meetings and other activities of the committees, subcommittees, and working groups of which he or she is a member. If a substitute is to represent the state liaison at a full Forum meeting, the Liaison should so notify the Forum chair as far in advance of the meeting as is feasible.

For federal members and for associates, the agreement to participate in the Forum brings with it a commitment to attend the twice-yearly Forum meetings and to participate in committee, subcommittee, and working group meetings and other activities.

# *Section 5: Discussion of Issues, Resolutions, and Reports*

## *Consensus Process*

To the extent possible, reports from committees, subcommittees, and working groups shall reflect the views of all their members. Wherever feasible, this broad agreement should be determined by using consensus as the decisionmaking process for the Forum's actions. Consensus is defined as the requirement that all individuals party to a decision agree to the decision before it can be considered approved. It should be noted that a decision reached through consensus may not reflect each participant's favored resolution, but will reflect a resolution with which each participant can abide. However, in cases where consensus is not possible, approval to present a report to the next level of the Forum will be determined by a majority vote of the committee members present. If there is disagreement on a report, a member may issue a minority statement or report. The chair of a reporting committee determines the proper format for minority reports.

When consensus cannot be achieved for decisions of the full Forum, majority rule as determined by vote will be used. Resolutions, reports for distribution to external audiences, and other actions representing the Forum as a whole will be approved upon a two-thirds agreement among the members (a quorum or more is required) at the vote. The chair of the Forum will determine the proper format for minority reports accompanying products that represent the entire Forum.

## *Role of the Steering Committee*

The Steering Committee oversees and coordinates all Forum activities. All issue papers and reports must be submitted to the Steering Committee for initial review. Documents may be released as official Forum publications only upon approval by the Steering Committee. Decisions of the Steering Committee may be overturned by a vote of members at a quorum meeting.

## *Discussion of Issues*

The Forum's primary responsibility is to raise, define, examine, and respond to the issues that confront the Cooperative System. Therefore, many of its activities and deliberations will involve in-depth discussion of issues and development of alternative approaches and viewpoints rather than taking a particular position on an issue (although the Forum also has the authority to make specific proposals).

Discussion topics may be initiated by the Commissioner, the Steering Committee, any of the other committees, subcommittees or working groups, or an individual member or associate from the floor at Forum meetings. If initiated by the Commissioner or Steering Committee, the Steering Committee chair will assign the matter to one of the

standing committees for action; the committee chair, in turn, may assign the matter to a subcommittee or working group. If the topic is initiated within a committee, the committee reaches a decision on the matter before forwarding the findings to the Steering Committee. Issues arising from the floor at Forum meetings will be discussed by the full Forum at that time or referred by the Forum chair to an appropriate committee, depending upon the will of the Forum as expressed through a vote. In all cases, a topic is first addressed at the committee level before moving to the Steering Committee level and then submitted to the Commissioner. In situations where the Forum is not making a specific resolution, it may issue a report or issue paper.

## Resolutions

The Forum may make recommendations in the form of resolutions. Resolutions may be submitted to the Steering Committee by the appropriate committee and then voted upon by the Forum membership.

Resolutions may be initiated at any level of the Forum, including individual members from the floor at Forum meetings or by communication with an appropriate committee at other times. When a resolution is raised from the floor, a vote will be taken to determine whether it is to be resolved by the full Forum at that time or referred to the Steering Committee. The Steering Committee may refer a matter to one of the standing committees and ask for a recommendation. A standing committee or subcommittee may initiate a recommendation on its own.

Whether a recommendation is initiated at the committee level or referred to a committee by the Steering Committee, the committee must reach agreement (see Consensus Process) before seeking action by the Steering Committee.

## Reports

The Steering Committee will prepare an annual Report of the Forum. The report will present Forum deliberations, explain the work of the Forum during the preceding year, and provide any other information the Steering Committee or Forum deems important. The report will be submitted by September 1. The Steering Committee may issue additional reports at any time.

Committees, subcommittees, and working groups will submit reports at the discretion of the committee chairs. All reports must be approved by the Steering Committee and full Forum before they are submitted to the Commissioner, the general public, or any other audience(s) external to the Forum.

## Staff Assistance

If requested by a Forum officer, the NCES staff will provide assistance in the preparation of the committee, subcommittee, and working group reports. The liaison may arrange to have the work done by NCES staff or by a contractor or consultant.

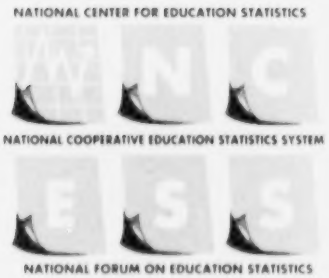
## *Section 6: Meeting Schedule*

The Forum will hold two meetings each year, one in the winter and one in the summer (in conjunction with the Elementary and Secondary Education Data Conference).

The Steering Committee and all standing committees meet two times each year in conjunction with the Forum meetings and at other times as deemed necessary by their chairs. Subcommittee and working group meeting schedules are determined by their chairs.

## *Section 7: Funding*

The National Center for Education Statistics may provide funds, as available, through the Cooperative System to support state participation in Forum activities. The funds will come from the annual NCES allocation to states as members of the Cooperative System, and are intended to defray in part the travel expenses and staff time for state officials who participate in Forum meetings and activities. In addition, NCES may provide additional funds through the Cooperative System, as available, to the Steering Committee chair to assist in carrying out special projects.




NCES 97-952

BEST COPY AVAILABLE